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Philips Medical Systems

SERVICE MANUAL
732
UNIT

Release Bulletin PCR Preview Unit

R 1.2 Level 3

4512 201 01404

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SERVICE MANUAL - UNIT

Release Bulletin PCR Preview Unit R 1.2 L3

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4512 201 01404

In case there are any questions concerning this manual,
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1 Introduction

This document contains:

- Release notes for the PCR Preview Unit
- Procedures for installation and configuration of operating system and application software

Please note that the **complete software package must be installed** on the Preview Unit **during initial installation** of the PCR system. The operating system is not pre-installed on the PC and must be installed using the delivered bootable CD-ROM. Please follow the procedures described in chapter **Initial Software Installation and Configuration** on page 9 completely.

1.1 Conventions Used In The Text

- Text required to be input is shown in **Arial, bold, *italics*** (e.g. : ***shutdown***) in the format in which it is to be typed in (i.e. : A mixture of capital and non-capital letters)
- Computer displays / responses are shown in **Arial** and **Bold** (e.g. : **Press any key to continue**)
- File names and directories are shown in **Arial** and **Bold** (e.g. : **/Program Files**)
- Keys are shown between the **< >** marks (e.g. : <**Enter**>, <**Esc**>, <**Y**> etc.)
- Soft keys are shown between the **[ ]** brackets (e.g. : [**OK**], [**Cancel**] etc.)
- When two or more keys are to be pressed at the same time, a + sign is used as a separator (e.g. : <CTRL> + <C>)
- **Check** means , **uncheck** means

1.2 Abbreviations And Acronyms

BIOS	Basic Input / Output System
CR	Computed Radiography
DHCP	Dynamic Host Configuration Protocol
DICOM	Digital Imaging and Communication in Medicine
DRR	Dynamic Range Reconstruction (Philips Image Processing algorithm)
EV	EasyVision
FTP	File Transfer Protocol
HIS	Hospital Information System
NFS	Network File System
PACS	Picture Archiving and Communication System
PCI	Peripheral Component Interconnect
PCR	Philips Computed Radiography
PDF	Portable Data Format
RIS	Radiology Information System
RU	Reader Unit = PCR Reader
TCP/IP	Transmission Control Protocol / Internet Protocol
USIT	PCR User Terminal
Server USIT	USIT with the Reader or Preview Unit connected to it and with the database
Client USIT	USIT for entering data and linking image plates only
Reader USIT	Client USIT with a connected Reader or Preview Unit
Main EVRAD	EasyVision RAD with the main database
Workspot	Additional EasyVision, working as client

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2 Release Information

2.1 Fixed problems

- EDR image ranging (S value) corrected for the reader mode HIGH1 and HIGH2 and for HR and HR-BD image plates.
- Auto delete of oldest images without restart of the Preview Unit.
- Avoid occasional GUI deadlock at application startup and at switch from unprocessed to processed image after readout.
- Automatic retransmission of the image from the CosimaX / Corado reader to the Preview Unit in case of failure.

2.2 New Features

- Separate the table of processing presets (file “presets.dat”) from the source code, so that it can be modified manually according to changes made on the EV-RAD, if necessary.

2.3 Supplied Software

PCR PreviewUnit R 1.2 Level 3 ..... 4512 201 01404
- This Release Bulletin
- 1 CD-ROM Application Software 4512 116 04404
- 1 CD-ROM Operating System (for IBM ThinkCentre S51, type 8171) 4512 116 07501

and/or
- 1 CD-ROM Operating System (for IBM Netvista M41/42, type 6790 / 8303) 4512 116 04904

Please note that the operating system CD is dedicated to IBM Netvista or ThinkCentre type PCs and will not work on other computers.

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2.4 Upgrading from R 1.1

Patient database and configuration data of R 1.1 are not compatible with R 1.2.
When upgrading to R 1.2 all belonging data are lost.

To upgrade the software please follow the procedure below.

1. Delete the following files or folders
   c:\Compano\ExportQueue
   c:\Compano\db
   c:\Compano\properties

2. Double-click

, double-click

, double-click

.

3. Click **Compano** and click [**Remove**]. Follow the instructions of the uninstall program.

4. Click **Java 2 Runtime...** and click [**Remove**]. Follow the instructions of the uninstall program.

5. Reboot the PC.

6. Refer to chapter **Installing the Preview Unit application software** for installing the application software.

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2.5 Updating R 1.2 Level 1 or 2 to Level 3

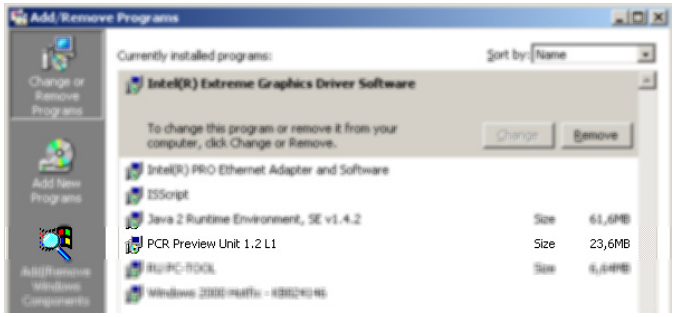
NOTE: When updating to Level 3 all images in the database are lost. The backup of the configuration of level 2 can be restored into level 3.

1. Make sure you are logged on as administrator. Also make sure the Preview Unit application is not running.
2. Double-click

, double-click

, double-click

.
3. Click **PCR PreviewUnit...** and click [**Remove**]. Follow the instructions of the uninstall program.



4. Restart the computer.
5. Delete the following folder and its sub-folders: **c:\Compano**
6. Insert the CD containing the new **PCR Preview Unit Application Software** into the CD-ROM drive. Within a few seconds the setup is started.
7. Follow the instructions on the screen.
8. Remove the CD from the drive and continue with chapter Configuration**.**

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3 Initial Software Installation and Configuration

Please note that the **complete software package must be installed** on the PCR Preview Unit **during initial installation** of the PCR system. The operating system is not pre-installed on the PC and must be installed using the delivered bootable CD-ROM. Please follow the instructions in this chapter completely.

The instructions base on a ThinkCentre PC and its specific OS.
Other hardware with its specific OS may show other screens and may differ a little bit in the procedures.

The following procedures have to be performed during initial installation of a PCR Preview Unit:

- Installing the operating system
- Setting up the operating system (keyboard layout, date&time, network...)
- Installing and setting up the Reader software
- Installing and setting up the Preview Unit application software

3.1 Before you begin

When the system will be hooked up to a hospital network please contact the network administrator for getting the required network data like IP addresses etc.
Before you proceed installing the software, have the following information ready:

- Net mask
- Address of the gateway/router (if any)
- IP addresses for PC, Reader, EasyVision
- Host names for PC, Reader, EasyVision
- DICOM application entity titles for Preview Unit, EasyVision and USIT (if the option Modality Worklist Management is delivered)
- Administrator password, if any.

3.2 Installing the operating system

1. Make sure the PC is connected to the network. Switch on PC and monitor.

2. When the first messages are displayed on the screen, press <Pause> to stop booting. This is done to give enough time for inserting the CD-ROM in step 3.

3. Depending on the type of PC insert the matching CD-ROM **Operating System Recovery CD** into the drive, then press any key to resume booting.

4. When **Press any key to boot from CD** is displayed: **press any key**.
   The '**Windows 2000 Setup'** screen appears.
   During the installation the PC will be restarted a few times automatically.

> If **Press any key** is not displayed the possibility exists that the BIOS is not set up to boot from CD. Please check the BIOS settings according to the Service manual **PCR Preview Unit/ Console Compano S**.
>
> If **Starting Windows** is displayed the PC is booting from hard disk and not from CD: Switch off the PC and try again.

5. About 25 minutes later the installation of the operating software is complete and the system asks you to enter **Administrator's password**: press <***Enter***>.

Do not remove the CD from the drive yet.

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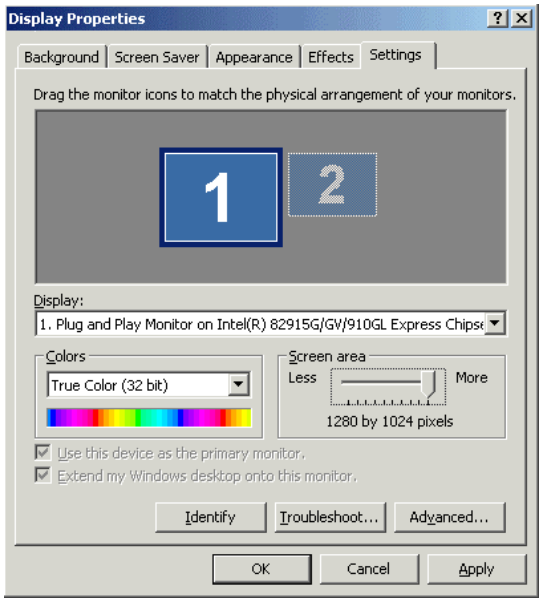
3.3 Setting up the display resolution

1. Right-click the desktop and click [**Properties**].
   The **Display Properties** window appears.

   Select the **Settings** tab.



2. Set **Colors** to: True color (32bit)
   Set **Screen Area** to: see table below (default: 1024 x 768)

Display Size and Type	Resolution
15" LCD	1024 by 768
15" CRT	1024 by 768
17" LCD	1280 by 1024
17" CRT	1280 by 1024
18" LCD	1280 by 1024
19", 20", 21" CRT	1280 by 1024

   The table shows example settings, which may not be the optimal choice for the display to be installed. Therefore refer also to the manual of the display for choosing the best resolution.

   Please note that LCDs use fixed resolutions. Using other resolutions force the display to interpolate the resolution, resulting in bad image quality.

3. Click [**Apply**] to confirm the **Confirm Desktop Change** window.

4. When asked to keep the settings, click [**OK**], then [**Yes**].

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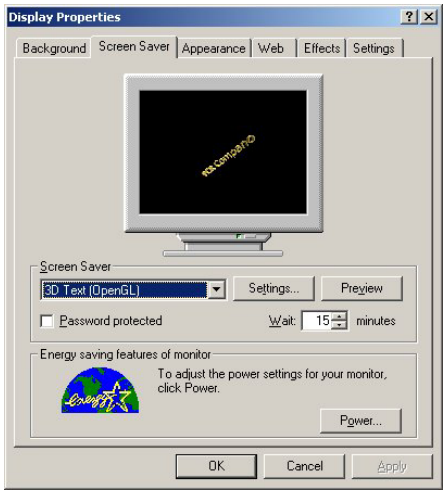
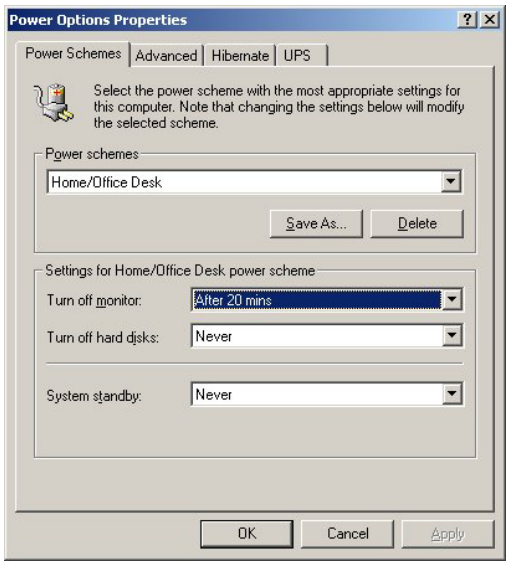
3.3.1 Power Management

1. From the **Display Properties** window select the **Screen Saver** tab.



2. Click [**Power...**] to configure the Advanced Power Management.



Set **Turn off monitor, Turn off hard disks** and **System standby** to ***Never.***

3. When done click [**OK**] and again [**OK**] to close the **Display properties** window.

3.4 Regional Settings

The **regional settings** (date & time format, keyboard layout) of Windows are **pre-configured** for the **U.S.A**. When the site is located in the U.S. this paragraph may be skipped.

1. **Double**-click My Computer, double-click Control Panel, and double-click Regional Options.

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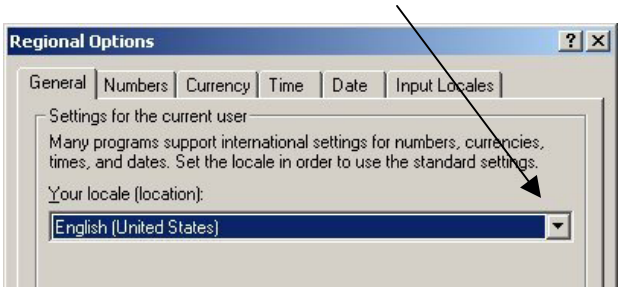
2. Select the location from the list and click [**Apply**].



3. Click **Input Locales** tab.

4. Select the keyboard layout, which is not used, and click [**Remove**].

5. Click [**OK**] to confirm. An error message may be displayed telling that the driver is in use: click [**OK**].

6. Click [**X**] to close the **Control Panel** window.

7. Remove the CD **Operating System** from the drive.

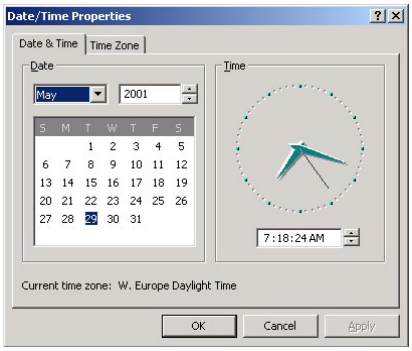
3.5 Setting date and time

This paragraph describes how to set date and time.

1. To set date, time and timezone settings double-click on the clock

.

2. Set date and time accordingly.



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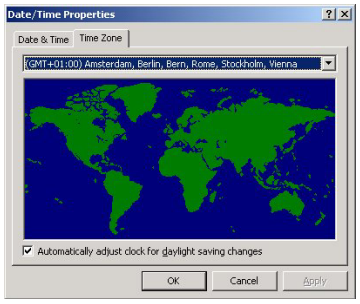
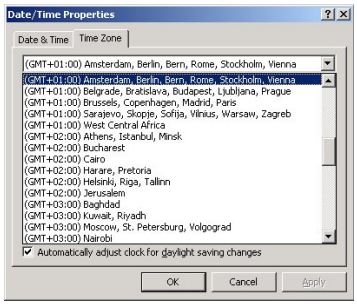
3. Click the timezone tab to change the timezone, then select a timezone from the list. When done click [**OK**]:





3.6 Installing Touch Panel software

If a Touch Panel is used for visualization, a driver needs to be installed which came together with the Touch Panel.

The following instruction bases on a 17” Elo touch monitor and is therefore an example only.

1. Insert the driver CD into the CD-ROM drive. The install menu starts within a few seconds.

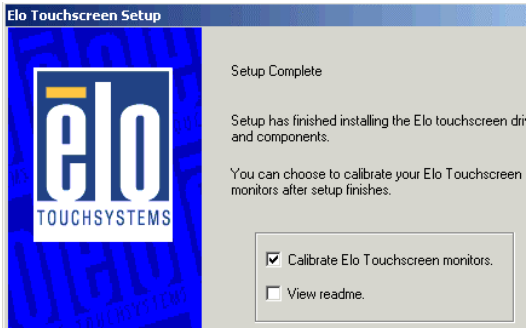
2. Click [**Install Driver For This Computer**].

3. Check **Install USB Touchscreen Driver** and click **[Next]**.

Elo Touchscreen Setup
Welcome to Elo Touchscreen Setup.
This program will install the Elo USB and Serial
touchscreen drivers on your computer. It is stro
recomended that you exit all Windows program
running this Setup program.
Install Serial Touchscreen Drivers
Install USB Touchscreen Drivers
TOUCHSYSTEMS

4. The **License Agreement** window is displayed: click **[Yes]**.

5. Check **Calibrate Elo Touchscreen monitor** and click **[Finish]**:



The calibration procedure starts.

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6. With a finger **gently** touch the displayed marks one after the other for a few seconds.
7. Click **[Exit]**.
8. Remove the CD from the drive.

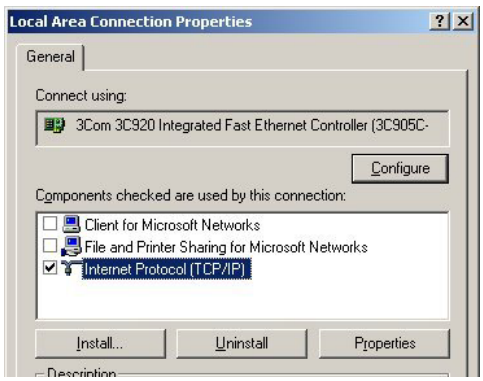
For changing the settings of the touch screen (touch sensitivity, beep, speed of double-click, etc.) double-click the 'elo' icon right-hand side in the task bar:

3.7 LAN properties

1. Right-click

and select **[Properties]**.
2. Right-click

and select **[Properties]**.
3. Select **Internet Protocol (TCP/IP)** and click [**Properties**].



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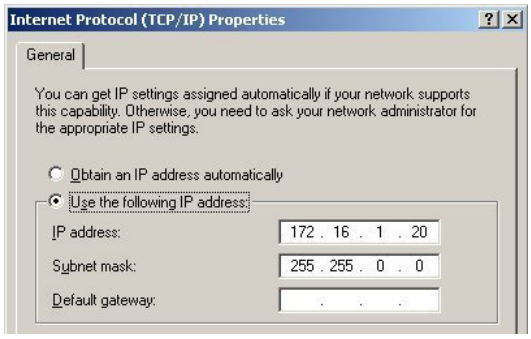
4. The default values are shown below, change them as necessary:


Internet Protocol (TCP/IP) Properties
General
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address: 172 . 16 . 1 . 20
Subnet mask: 255 . 255 . 0 . 0
Default gateway:

5. Click [**OK**] to make changes effective.
   Depending on the selected configuration, closing the window may take a few seconds. It is also possible that the system asks for a restart. Do not restart now; it will be done later on.

6. Click [**OK**].

7. Click [**X**] to close the window.

3.8 Changing the IP Name

The default computer name (host name, IP node name) for the PC is **preview**. If it needs to be changed, follow the procedures in this paragraph.

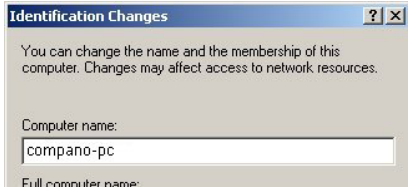
1. Right-click

and select **[Properties]**.

2. Select **Network Identification** tab and click [**Properties**].

System Properties
General
Network Identification
Hardware
User Profiles
Advanced
Windows uses the following information to identify your computer on the network.
Full computer name: compano-pc
Workgroup: WORKGROUP
To use the Network Identification Wizard to join a domain and create a local user, click Network ID.
Network ID
To rename this computer or join a domain, click Properties.
Properties

3. Change the **Computer Name**: this is the host or IP name.


Identification Changes
You can change the name and the membership of this computer. Changes may affect access to network resources.
Computer name:
compano-pc

4. Click [**OK**].

5. The "**You must reboot this computer"** message is displayed: click [**OK**].

6. Click [**OK**] to close the **System Properties** window.

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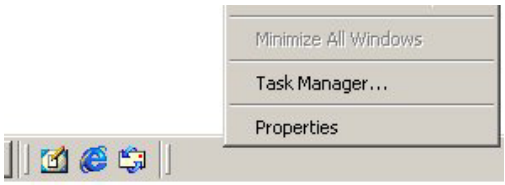
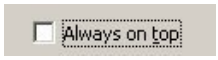
7. Now the system asks to restart the computer. Click [**Yes**].

8. After restart the system asks to enter the password for the Administrator: click [**OK**].

3.9 Setting up the task bar

1. Right-click the task bar and click **Properties**.



2. Uncheck **Always on top** and click [**OK**]. 

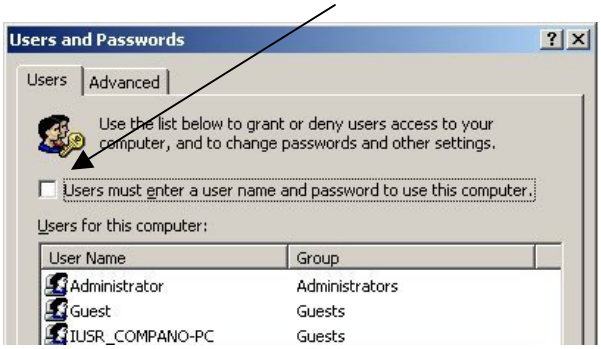
3.10 Configuring autostart

1. Double-click

, double-click

, double-click

2. Uncheck **Users must enter a user name...**



3. Click [**OK**].

4. Enter the user name: ***Administrator***, enter **no** password and click [**OK**].

   Note: if the customer demands a password to be input enter a password here.

Automatically Log On
You can set up your computer so that users do not have to type a user name and password to log on. To do this, specify a user that will be automatically logged on below:
User name:
Administrator
Password:
Confirm Password:
OK
Cancel

5. Click [**X**] to close the **Control Panel** window.

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3.11 Installing and setting up the Reader software

Please refer to the **Release Bulletin of the Reader**.

When done, come back and continue with the next paragraph.

3.12 Installing the Preview Unit application software

1. While Windows desktop is displayed, insert the CD **PCR Preview Unit Application Software** into the CD-ROM drive.
   The InstallShield Wizard will be started and prepares the installation of the Preview Unit application.
   In the background the Java Runtime Environment will be installed.

2. The **PCR Preview Unit Install Shield Wizard** window is displayed, click **[Next]**.

3. When the **InstallShield Wizard Completed** window is diplayed, click [**Finish**].

4. Remove the CD from the drive and continue with chapter Configuration.

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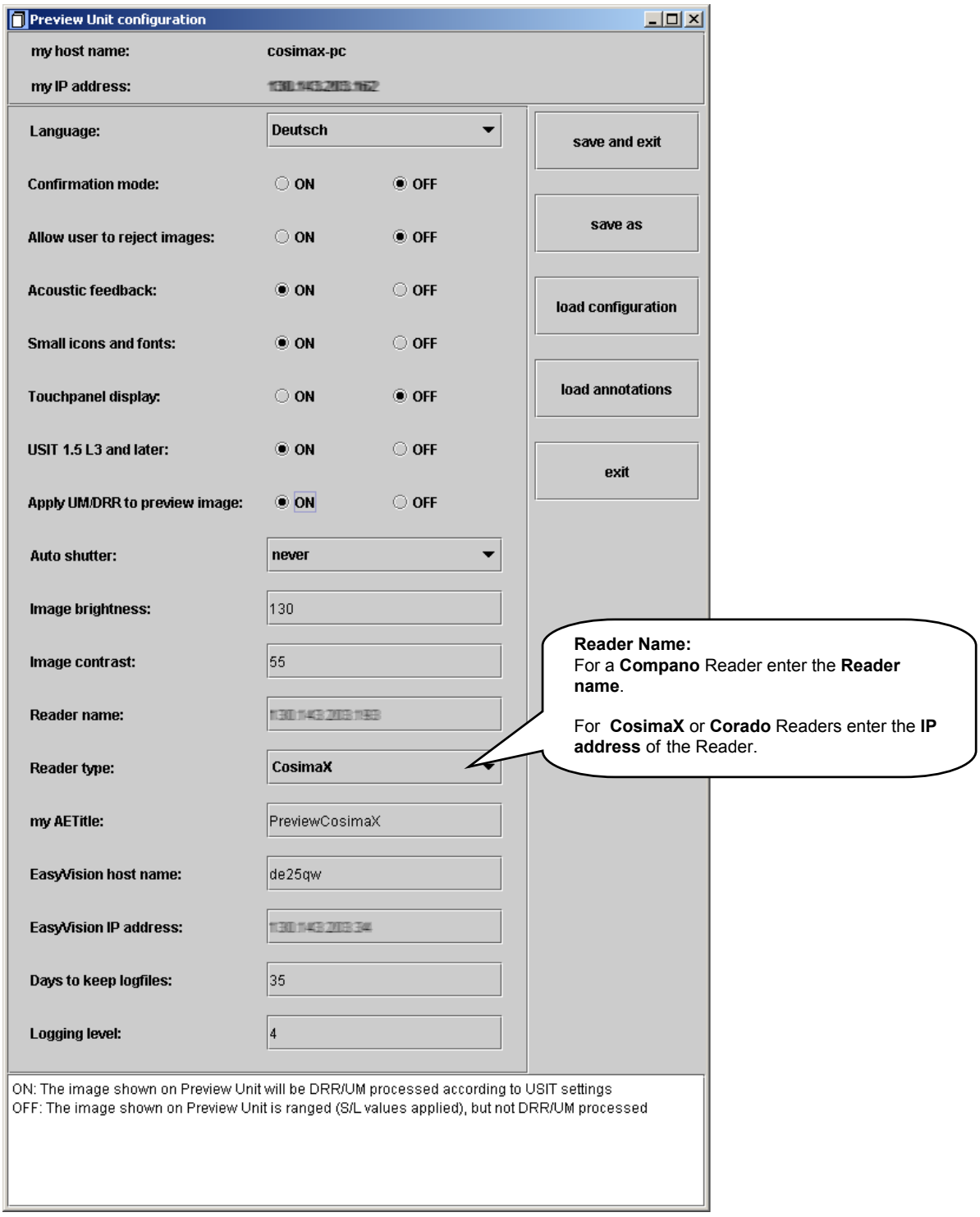
4 Configuration

1. Double-click the **Configuration Preview Unit** icon on the desktop.

2. Now enter the configuration data as needed. When re-loading software, click [**load from file**] to restore existing backup data. Please refer to the table on the next page for details.

   The picture below shows an example configuration.



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Item	Meaning
my host name	Host name of the PreView Unit
my IP address	IP address of the PreView Unit
Language	german, english, french, spanish
ConfimationMode	OFF[1]: automatic mode (images are send automatically to EV) ON: confirmation mode (images can be checked and S&L altered before sending to EV)
Allow user to reject images	OFF: no image reject possible ON: rejecting images possible (Reject button is visible)
Acoustic feedback	OFF : no alarm sound ON : alarm sound on
Small icons and fonts	OFF: Large icons and fonts ON: Small icons and fonts
Touchpanel display	Changes the behaviour of the manual image shutter. ON: Suitable for use with touch panel display ('click to select edge and to move') OFF: Suitable for use with mouse only ('drag to move')
USIT 1.5L3 and later	OFF: Set to OFF when USIT software is R 1.5L2 or below ON: Set to ON to support new features of USIT R1.5.L3 and higher
Apply UM/DRR to preview image	OFF: Apply no UM or DRR processing to the preview image by default ON: Apply UM or DRR processing to the preview image by default This setting can still be overruled by the processing button in the user interface. Depending on the processing configured in the USIT, either UM or DRR is used.
Auto shutter	Used if shutters should be applied to the images by default. In confirmation mode or when resending an image it is always possible to enable the shutters manually. Possible selections: never, always, semi **never**: automatic shuttering disabled at the PreviewUnit (manual shuttering still possible) **always**: automatic shuttering enabled (manual modification possible) **semi:** If selected AND autoshuttering is configured at the USIT later EasyVision RAD releases will not use the shutters of the Preview Unit but use their own shuttering function. It is meant for EV RAD releases greater R4.2 L5.
Image Brightness	Change the value to adjust the brightness of the preview image. Larger numbers induce a brighter image. Enter values between 25 ... 400 (default: 130).
Image Contrast	Change the value to adjust the contrast of the preview image. Larger numbers induce a brighter image. Enter values between 25 ... 400 (default: 55).
Reader name	For a **Compano** Reader enter the **Reader name**. For **CosimaX** or **Corado** Readers enter the **IP address** of the Reader.
Reader type	Select the connected type of Reader : Compano, CosimaX or Corado
my AETitle	DICOM Application Entity for this Preview Unit (must be the same as configured at EVRad at the Reader Node configuration) maximum 32 characters.
EasyVision host name	host name of the EasyVision
EasyVision IP address	IP address of the EasyVision
Days to keep logfiles	Number of days to keep logfiles, enter number 1 ... 100
Logging level	1: log only FATAL errors 2: log additionally NON RECOVERABLE errors 3: log additionally USER RECOVERABLE errors 4: log errors and warnings 5: log all errors, warnings and information messages

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3. Click [**Save and exit**] to save the configuration and exit the configuration program.

4. On the question **Do you want to overwrite old settings with your changes**: click [**OK**].

5. Click [**save as**] to make a backup of the configuration data onto hard or floppy disk.

6. Click [**exit**] to end the configuration program.

5 Editing annotations

Release 1.2 has the capability to add predefined annotations to the image. The annotations are predefined by means of a text file in the folder **C:\Compano\properties**. The file is named **PreviewUnitAnnotations (.ini).**

The default contents of the file looks like this:

```
Annotation0: L^XL
Annotation1: R^XL
Annotation2: A-P^L
Annotation3: P-A^L
Annotation4: S, L manual adjust^M
Annotation5: overexposed^L
```

To edit annotations open the file **PreviewUnitAnnotations.ini** with Windows Notepad or just double-click the file within the Explorer.

Enter annotations in the order they will appear in the Preview Unit's user interface in the following format:

```
Annotation<X>: <TEXT>^<SIZE>
```

<X>	is a consecutive number
<TEXT>	is the annotation text
<SIZE> is one of the following:	S (small) M (medium) L (large) XL (extra large)

Example: **`Annotation6: this is new text^XL`**

This adds "this is new text" to the list of annotations. The text size is **extra large**.

The "^" character must be entered between TEXT and SIZE.

6 Backup / Restore

Backup:
Via [**save as**] within the Preview Unit configuration window.

The configuration (recommended file name: preview_cfg) and the annotation file (fixed file name: PreviewUnitAnnotations.ini) will be stored to the selected drive and path.

Restore:
Via [**load configuration**] and [**load annotations**].

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7 Re-installing software

7.1 Re- installing Application Software

1. Make sure you are logged on as administrator. Also make sure the Preview Unit application is not running.
2. Double-click the **Configuration Preview Unit** icon on the desktop to start the configuration program.
3. Click [**Save as...**] to save the configuration onto the hard disk.
4. Exit the configuration program.
5. Double-click

, double-click

, double-click

.
6. Click **PCR PreviewUnit...** and click [**Remove**]. Follow the instructions of the uninstall program.
7. When finished, restart the computer.
8. Insert the CD containing the new **PCR Preview Unit Application Software** into the CD-ROM drive. The InstallShield Wizard will be started and prepares the installation of the Preview Unit application.
9. The **PCR Preview Unit Install Shield Wizard** window is displayed, click [**Next**].
10. When the **InstallShield Wizard Completed** window is displayed, click [**Finish**].
11. Remove the CD from the drive.
12. Double-click the **Configuration Preview Unit** icon on the desktop.
13. Click [**load configuration**] and [**load annotations**] to restore existing backup data. Please refer to chapter Configuration.

7.2 Re- installing the Operating System

Note: During this procedure all image data get lost.

1. Make sure you are logged on as administrator. Also make sure the Preview Unit application is not running.
2. Double-click the **Configuration Preview Unit** icon on the desktop to start the configuration program.
3. Click [**Save as...**] to save the configuration onto a floppy diskette.
4. Exit the configuration program.
5. Make a backup of the Reader configuration according to the Release Bulletin of the Reader.
6. Perform the complete software installation according to chapter **Initial Software Installation**.

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8 Servicing the Preview Unit

8.1 Exiting the application without shutdown

1. While the application software is running, hold down <**Shift**> and click

.
2. Release <**Shift**> and click [**Confirm**]. The system returns to the Windows desktop.

8.2 Setting Administrator's Password

To change the password for the Administrator:

1. Press <Ctrl> + <Alt> + <Del>. The **Windows Security** window opens.
2. Click [**Change Password**].
3. Enter old password, new password and confirm the new password:

4. The system prompts: **Your password has been changed**. Click [**OK**].
5. Click [**OK**].

In the **Windows Security** window click [**Cancel**].

8.3 Changing the IP Addresses for PreviewUnit and Reader

Change the IP addresses for the PC and Reader as summarized below:

- Changing the Reader configuration file (on the hard disk of the PC), 8.3.1
  Perform this step if the address for the Reader and/or the PC needs to be changed
- Changing the IP address of the PC, 8.3.2
  Perform additionally this step if the address for the PC needs to be changed
- Verifying the connection after IP address changes

Please note that the procedures musted be followed in the described order, otherwise the possibility exists that the Reader cannot be reached anymore via the network since IP addresses and net masks may possibily not match. In that case there is still the possibility to reach the Reader via serial connection. See chapter **Servicing the Reader via serial port** in the Release Bulletin for the Reader.

8.3.1 Changing the Reader configuration file

For changing the IP addresses at the Reader please refer to the Release Bulletin of the Reader.

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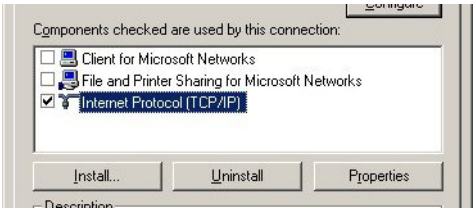
8.3.2 Changing the IP address of the Preview Unit

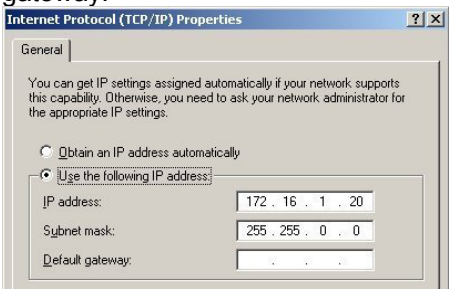
1. Right-click

and select **[Properties]**.
2. Right-click

and select **[Properties]**.
3. Check **Internet Protocol (TCP/IP)** , click [**Properties**].



4. Select **Use the following IP address** and enter values for IP address, net mask and (if applicable) gateway.


Internet Protocol (TCP/IP) Properties
General
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address:
172 . 16 . 1 . 20
Subnet mask:
255 . 255 . 0 . 0
Default gateway:

5. Click [**OK**] to make changes effective.
   Depending on the selected configuration, closing the window may take some seconds. It is also possible that the system asks for a restart.
6. Click [**X**] to close the window.

Start up the Preview Unit application and verify that the system is working properly.

8.4 Error logs

The log files of the Preview Unit application software are located here:
c:\compano\log

Within the Preview Unit's configuration program it is possible to set 5 different log levels:

1: log only FATAL errors
2: log additionally NON RECOVERABLE errors
3: log additionally USER RECOVERABLE errors
4: log errors and warnings
5: log all errors, warnings and information messages

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9 Remote Service

To gain access to the Preview Unit FTP or other third party products like PC Anywhere, PC anything, Remote Administrator can be used.

An FTP server running on the Preview Unit provides remote access to the PC for downloading log files and other data.

So-called virtual directories can establish FTP access to other directories.

Microsoft **Netmeeting** , which is part of Windows 2000, must not be used since it doesn't deliver secure connection handling.

9.1 Access via FTP

Depending on the connected Reader login name and password may vary:

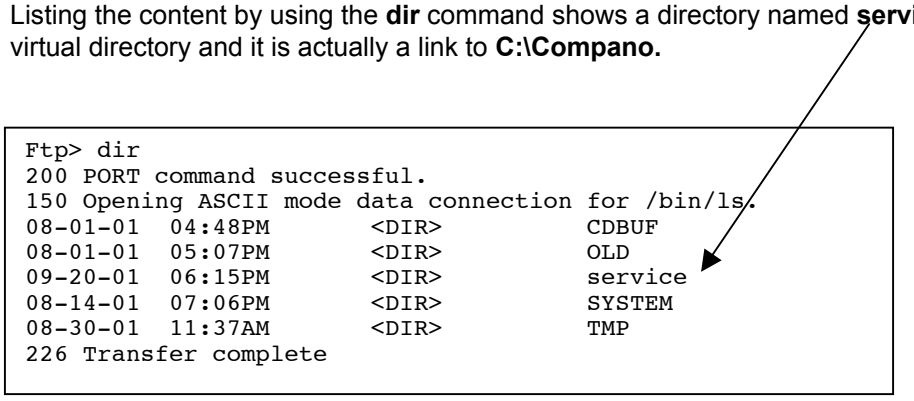
	Compano	**CosimaX**	**Corado**
login	cr-ir346	cr-ir363	cr-ir362
password	cr-ir346	cr-ir363	cr-ir362

Start the FTP program on the Service PC using the IP address of the Preview Unit, e.g.: ***ftp 172.16.1.20***

User name : <***Reader type***>
Password : <***Reader type***>

Target directory: **C:\Program Files\FujiFilm\FCR**<***Reader type***>

Listing the content by using the **dir** command shows a directory named **service**. This directory is a so-called virtual directory and it is actually a link to **C:\Compano.**



The following files can be accessed.

Log files of the Preview Unit: **service\log**
Log files of the Reader : **SYSTEM\<*Reader name*>\LOG**
Config files of the Reader: **SYSTEM\<*Reader name*>\config**

Please refer to the Release Bulletin of the Reader chapter **Remote Service** for further information.

All files are text files. To look into the files download them with the FTP program by using the **get** command:

`Ftp> get <filename>`

To stop the FTP program enter: ***bye***

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10 Windows shortcuts

Here are some common Windows keyboard shortcuts.

Hold down the "**Windows**" key and press:

M	Minimizes all windows
SHIFT - M	Undo minimize all windows
E	Opens Windows Explorer
D	Switches between minimizing all open programs and showing them all
F	Opens the Find window
R	Opens the Run window
BREAK / PAUSE	Opens system properties
TAB	Cycles through items on the task bar

Or just press the **Windows** key to open the **Start** menu.

General Shortcuts

ALT- F4	Quit a program / Shut down
ALT-TAB	Hold down the ALT key and hit tab to cycle through open windows.
CTRL-ESC	Display the Start menu
SHIFT - TAB	Tab backwards through a form
CTRL - X	Cut
CTRL - C	Copy
CTRL - V	Paste
CTRL - Z	Undo
SHIFT & Restart	To restart just windows and not your whole computer, hold down the shift key when you click the OK button on the shutdown screen.
CTRL-TAB	Navigate tabs on a tabbed screen

File & Desktop Shortcuts

Hold **SHIFT** while inserting a CD - Prevents the CD from "autorunning"

When an item is selected:

CTRL	While dragging a file - copies the file
CTRL - SHIFT	While dragging a file - creates a shortcut to the file
SHIFT - DELETE	Deletes an item without sending it to the recycle bin.
ALT-ENTER	Display a file's properties.
F2	To rename the file

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In Windows Explorer:

LEFT ARROW	Collapse the current selection if it is expanded
NUM LOCK-MINUS	Collapse the selected folder
RIGHT ARROW	Expand the current selection if it is collapsed -Or- Select the first subfolder
NUM LOCK- *	Expand all folders below the current selection
NUM LOCK- PLUS	Expand the selected folder
F6	Switch between left and right panels

In My Computer:

BACKSPACE	View the folder one level up
ALT- RIGHT ARROW	Move forward to a previous view
ALT- LEFT ARROW	Move backward to a previous view

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